




Pittman Charter School

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RETURN TO SCHOOL – REOPENING SITE PLAN

Name of Site: Pittman Charter School	Enrollment: 735
Total Number of Staff: 61	
Address: 701 E. Park St., Stockton, 95202	
Grade Level: K-8	
Date of Reopening: TBD	
Name of Person Completing Application: Joan Juarez	
Phone Number: 209-933-7496	Email: jtjuarez@stocktonusd.net ejunez@stocktonusd.net
Signature: 	Date: 1-26-2021

Please review the following guides thoroughly with your child. SUSD Guides provide much more detailed information:

[SUSD Health & Safety Guide](#)

[SUSD Hybrid & Distance Learning Guide](#)



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Cohorts

Students will be kept in small, stable, groups with fixed membership that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the cohort.

- No classroom will have more than 16 individuals. This group is considered a cohort and is not allowed to interact with other cohorts of students or adults. Cohorts are currently scheduled outside of the AB 77-minute schedule (generally designed for after school)
- Individual students will bring water containers with them for personal use. Water bottles may not be shared amongst students. Classrooms will be provided with water to eliminate the use of water faucets throughout campuses.
- Students remain 6 feet apart- Classrooms may accommodate 3-foot radius if necessary- Teacher observes 6 ft. distance.

Which students can be served in cohorts during school closures?

The determination is made at the LEA- and school-level based on the needs of students. Students with disabilities should be prioritized by the LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth and students experiencing homelessness may also be prioritized.

What qualifies as a specialized and targeted support service?

Specialized services are determined by LEAs and include but are not limited to occupational therapy services, speech and language services, and other medical services, behavioral services, educational support services as part of a targeted intervention strategy or assessments, such as those related to English learner status, individualized educational programs and other required assessments.

Also see considerations:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

Special Education SDC Students will be the first wave of student's services in cohorts. RSP, homeless, and Foster Students will be the second wave of cohorts. English Language students will be our third wave of cohorts. ALL waves are based on the availability of Transportation and accommodations for Specialized Transportation for Special Education Students as defined in their IEP.

Site Assessment Space:

Current Guidelines from the CDPH-

Per current, August 27, 2020, California Department of Public Health (CDPH) guidelines, all districts are permitted to bring students into a school or district facility for the purpose of assessments. For more details, visit CDPH's web page at Guidance for Small Cohorts/Groups of Children and Youth. CDPH's COVID-19 page for complete documentation: [https:// ca-toms-help.ets.org/fall-admins/](https://ca-toms-help.ets.org/fall-admins/)

Students Return to On Campus Live Instruction: Date to Be Determined

Hybrid/ Distance Learning: (AB 77 minutes= 180 min. at K, 230 min. at 1st-3rd, and 240 min. at 4th and up, per day)

- Meals will be served using a grab-and-go system that provides students a lunch meal and breakfast for the following morning.
- Individual students will bring water containers with them for personal use. Water bottles may not be shared amongst students. Classrooms will be provided with water to eliminate the use of water faucets throughout campuses.
- Students remain 6 feet apart- Classrooms may accommodate 3-foot radius if necessary- Teacher observes 6 ft. distance.
- Instruction Based AB77 instructional minutes.

Schedules are subject to change:

For groups that typically require movement between classrooms (i.e. ELD groups, RSP students), students will remain with their homeroom teacher and attend group sessions with the support of headphones.

Up to twelve outdoor areas can be utilized for separating classes/grade levels, during recesses:

- four zones on the blacktop, Zones A-D
- four zones between the grass quad and the amphitheater, Zones E-H
- four zones between the Kindergarten grass area and the pathway running adjacent, Zones I-L

Arrival Schedule

K-8th at 8:00am (gates open at 7:45am, whole group zones until 8:15am/as necessary)

Break Schedules

K-1 st	9:30-9:45am
2 nd -3 rd	9:55-10:10am
4 th -6 th	10:20-10:35am

Meal Distribution Schedules

*Food service and noon-duty staff will be bringing meals to each classroom, for distribution to individual students, just prior to dismissal.

Dismissal Schedules

K	11:15am
1 st -3 rd	12:05pm
4 th -8 th	12:15pm

BELL SCHEDULES

Kindergarten	8:00-9:30am	Instruction	(90 min.)
	<i>9:30-9:45am</i>	<i>Break</i>	
	9:45-11:15am	Instruction	(90 min.)
	<i>11:15am</i>	<i>DISMISSAL & Meal Grab</i>	(180 min.)
1 st Grade	8:00-9:30am	Instruction	(90 min.)
	<i>9:30-9:45am</i>	<i>Break</i>	
	9:45am-12:05pm	Instruction	(2 hr. 20 min.)
	<i>12:05pm</i>	<i>DISMISSAL & Meal Grab</i>	(230 min.)
2 nd -3 rd	8:00-9:55am	Instruction	(1 hr. 55 min.)
	<i>9:55-10:10am</i>	<i>Break</i>	
	10:10am-12:05pm	Instruction	(1 hr. 55 min.)
	<i>12:05pm</i>	<i>DISMISSAL & Meal Grab</i>	(230 min.)
4 th -6 th	8:00-10:20	Instruction	(2 hr. 20 min.)
	<i>10:20-10:35am</i>	<i>Break</i>	
	10:35-12:15am	Instruction	(1 hr. 40 min.)
	<i>12:15pm</i>	<i>DISMISSAL & Meal Grab</i>	(240 min.)

Entrance, Egress, and Movement Within the School:

Pittman will employ the STOIC method for teaching COVID specific behaviors (The 4 Ws- WEAR a Mask, WATCH Your Distance, WASH Your Hands, WHEN SICK, stay home and PBIS designed expectations and reinforcements).

Always remember "The 4 Ws"




"The 4 Ws" link:

[4 Ws.docx](#)


PBIS Expectations for Reopening:

[..PBIS/PBIS Reopening Expectations.docx](#)



PITTMAN CHARTER SCHOOL

PBIS
Expectations
for Reopening



ARRIVAL

- Take your Health Symptom Survey before leaving home.
- Arrive within 5-15 min. of your arrival time- NOT earlier.
- Have your mask on, in grades 3rd-8th.
- Enter at your grade's gate.
- Get hand sanitizer at the gate.
- Stay 6 ft. away from others, and walk to your grade's area.
- Follow the directions on signs for
 - where to enter
 - which direction to walk
- Follow directions of adults who are guiding you.
- Wait in your line for your teacher.
- Explain what to do or where to go, to anyone who needs help.
- Give friendly reminders to wear masks and stay distanced.
- Wait patiently for your turn to
 - exit your car
 - enter the gate
- Greet friends from a distance and with signals.

HALLWAYS


- Keep hands and feet to yourself.
- Walk right behind the adult or person in front of you.
- Go directly to where you are supposed to go.
- Have everything you need to leave with.
- Have a hall pass/message from an adult.
- Walk in the correct direction.
- Keep your mask on, in grades 3rd-8th.
- Stay 6 ft. apart while in line.
- Walk on the right side and say "Excuse me" if you need more space.

BREAKS

- Get hand sanitizer before leaving the class.
- Follow the directions of the activity/game.
- Tell your teacher or adult if you need something.
- Stay in your grade's area.
- Keep your mask on, in grades 3rd-8th.
- Stay 6 ft. away from others.
- Explain what to do or where to be, to anyone who needs help.
- Give friendly reminders to stay distanced.
- Greet friends from a distance and with signals.
- Say "Excuse me" if you need more space.


DISMISSAL

- Get hand sanitizer before leaving class.
- Pay attention for your teacher to dismiss you to your grade's gate.
- Follow the directions on signs for
 - where to exit
 - which direction to walk
- Follow directions of adults who are guiding you.
- Have everything you need to leave with.
- Walk quickly to where you exit and are met.
- Exit at your grade's gate.
- Stay in your grade's area with your teacher/adult.
- Have your mask on, in grades 3rd-8th.
- Stay 6 ft. away from others.
- Explain what to do or where to go, to anyone who needs help.
- Give friendly reminders to wear masks and stay distanced.
- Wait patiently for your turn to leave/get picked up.
- Say "Good bye" to friends from a distance and with signals.



PITTMAN CHARTER SCHOOL

PBIS
Expectations
for Reopening



IN-CLASS LEARNING

- Give attention to the speaker, when in class.
- Follow DL expectations on your remote days.
- Raise your hand to speak.
- Keep comments focused on the topic.
- Answer and ask questions.
- Show your learning.
- Stay at your own desk/work area.
- Use and touch only your own materials.
- Leave your stuff on your desk, how it was placed.
- Computer is fully charged.
- Use headphones, if you have them.
- Come to school on your 2 on-site days.
- Be present for all 3 of your remote days.
- Check in, in the office first, if you are late.
- Wash your hands/use hand sanitizer.
- Keep your mask on while inside.
- Tell your teacher if you are feeling ill.
- Answer someone's question.
- Explain what or how to do things.
- Be a friend to someone who is alone.
- Let your teacher know how you are feeling/doing.

RESTROOM USE

- Wait outside- not crowded inside, if all stalls are being used.
- Only pay attention to what you are doing in the restroom.
- Be quick and not playing around.
- Throw trash in the trash can.
- Use your grade level's restroom only.
- Only use stalls that are not closed for use.
- Wash your hands for at least 1 minute using soap.
- Let someone know you are waiting, but do not yell at them.
- Tell an adult when you notice something wrong in the restroom.

MEAL DISTRIBUTION

DISTANCE LEARNING

- Wear appropriate clothing.
- Sit up straight.
- Have camera on when the teacher asks.
- Raise your hand to speak.
- Type your question in the chat box.
- Mute yourself when someone else is talking.
- Be ready to unmute and have your camera on.
- Answer and ask questions.
- Show your learning.
- Computers is fully charged.
- Use headphones, if you have them.
- Have your materials available.
- Log on a few minutes before class, to be on time.
- Be present for the entire class period.
- Check Google Classroom for assignments.
- Ask for extra help.
- Turn work in on time and complete.
- Only go to sites your teacher has directed.
- Keep your login info private.
- Only you are using- viewing your screen.
- Only classmates should have your class's links.
- Answer someone's question.
- Help them fix a problem.
- Show your face so others can see their friends and feel welcome.
- Let your teacher know how you are feeling/doing.

Before School:

Students will not be permitted to enter campus before supervision begins at 7:45am. All gates will open at that time, in order to minimize the number of people entering each gate at a time (grades K-3rd at the Park St. gate, grades 4th-8th at the East parking lot gate). Walkers/bike riders enter through their designated gate entry. Families will need to stay in cars when picking up/dropping off students at the curb. For entering the interior of the campus, parents will need to contact the office for a possible appointment.

The movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. Sites maps and signage will depict movement throughout the school for ingress, egress, food distribution and regular school business.

During the Day:

Once on campus, students will head immediately to their grade level lines/classrooms. Staff will be available to guide younger students to and from their lines/classrooms. Students will wash hands at a hand washing station or use hand sanitizer/wash hands in class prior to starting the day.

All classroom set up and partitions promote social distancing required within the classroom setting. Ingress, egress, and movement protocols are established within classrooms. Desks will be arranged with 6ft distancing according to the layout of the classrooms used. Plastic shields and signs will be placed to allow for movement and space.

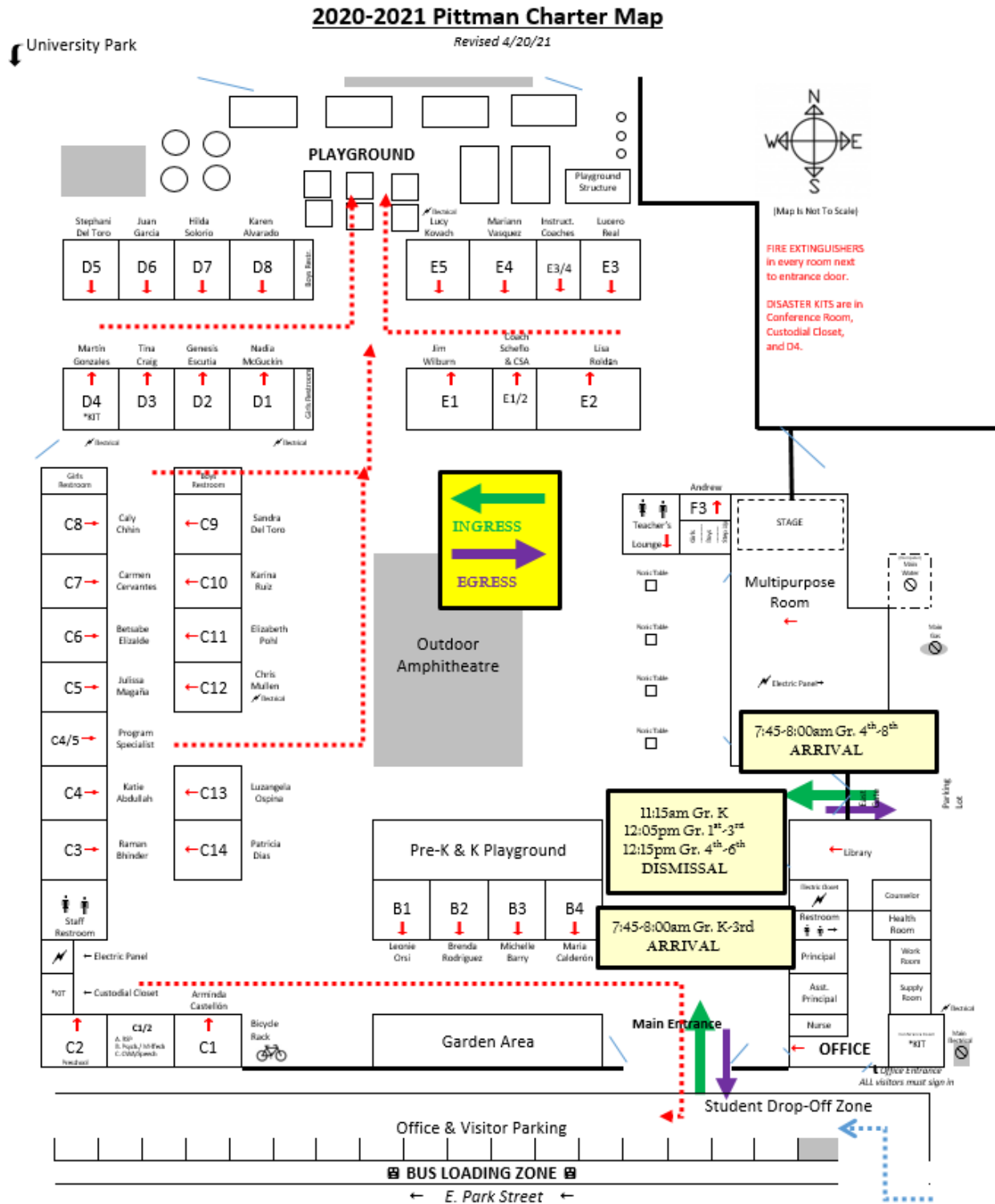
After School:

All students will be dismissed and guided from the classroom, to leave campus promptly through their designated gate. Students will report immediately to the any afterschool program or activity that they are enrolled in.

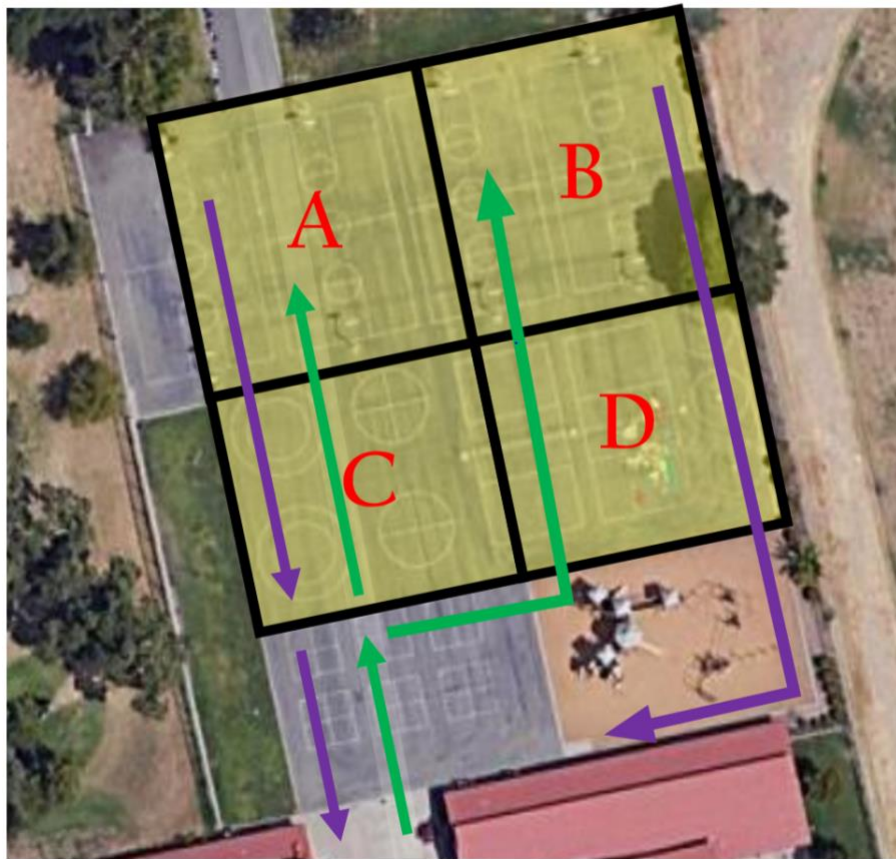
Students must exit campus immediately after school, or after their supervised extracurricular activity ends. ***Be aware that supervision is extremely limited after dismissal. Your support and promptness is necessary to ensure student safety and that COVID protocols are followed.***

Pittman Map:

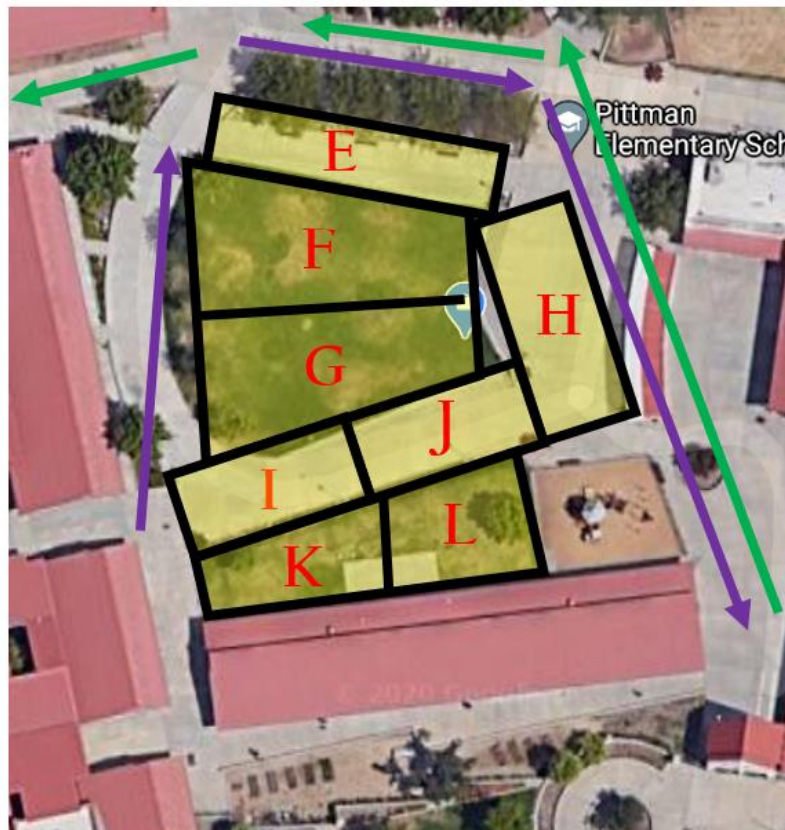
Note traffic flow of student movement to reduce consistent contact amongst students.



Zones A-D



Zones E-L



Physical Distancing:

Routines will be arranged to allow for physical distancing of students and staff. Please review the guidelines for physical distancing in the classroom and frequently used areas of the school site.

- Social Distancing Requirements (signage and schedules)
- Teachers and support staff will place signage in classrooms to meet social distancing guidelines.
- A schedule for staff work rooms will be created to allow for social distancing through a staggered schedule of availability.
- Classroom desks will be arranged to be 6 feet apart.
- Outside hallways and walk areas will be marked 6 feet apart for classrooms to line up.
- During breaks, up to eight zones can be utilized for non-contact play for grades 1st-6th (four on the blacktop, A-D, and four in the grass quad/amphitheater, E-H), and four zones can be used for Kindergarten (the gated-in Kinder. grass area and the adjacent path).
- ***For simultaneous outdoor use of space,***
 - All students can be spaced between the grass quad and amphitheater.
 - 1st-3rd grade students can be spaced in the grass quad/amphitheater and 4th-6th grade students can be spaced on blacktop.
 - Kindergarten students can use the gated in Kinder. grass area and the hall between B-Wing and the garden
- During dismissal periods,
 - Outdoor spaces can be used.
 - Students can be held in classrooms while waiting to be dismissed.

Cleaning and Disinfection:

Shared surfaces will be regularly cleaned and disinfected and the use of shared items will be minimized.

Providing and maintaining a clean school environment is critical to the safety of our staff, students, and community. Custodial employees have the resources and training needed to help maintain a healthy environment for students and staff.

- All restrooms will be fully cleaned hourly and at the end of each day
- Disinfect hard touch areas in all restrooms once per hour and sign off on the log sheet.
- Disinfectant spray bottles to any staff member who wishes to wipe down their personal space. We do this once per week on a rotating basis.
- Top off hand sanitizer dispensers daily.
- All campus areas are cleaned daily including door handles, light switches, sink handles, bathroom surfaces, tables, students' desks, and chairs.
- Inventory Controls: Supplies and inventory management, Cloth face coverings for students and staff, (individuals are encouraged to use their own cloth face covering), Disposable masks for Care Room, Hand sanitizer or use of available sinks and soap for handwashing, spray bottles and disinfectant and paper towels,

every room to clean surfaces. Gloves and other PPE gear such as student and teacher desks shields will be present as well.

Disinfection protocols include school action if an employee/student is suspected or confirmed to have COVID-19 infection:

In most cases, there is not a need to shut down the facility. If it has been less than 7 days since the sick individual has been in the facility, any areas used for prolonged periods of time by the sick person will be closed off:

- 24 hours is a standard waiting period prior to cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. However, if a 24 hour waiting period is not feasible, disinfection will be delayed for as long as possible to be considered safe.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- All protective gear is provided to each custodian and other site personnel as necessary.

Face Coverings and Other Essential Protective Gear:

SUSD requires employees, students, and visitors in school facilities to wear masks or cloth face coverings. Masks and other face coverings are a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when we talk, cough, or sneeze.

General Information and Guidance

- All masks or face coverings should fully cover the nose and mouth, secure under the chin, and fit securely against both sides of the face. The CDC does not recommend using masks if they have an exhalation valve or vent.
- All school staff and students in 3rd grade and above must wear masks. Students in 2nd grade and below are encouraged to wear masks or face shields.
- Face shields may be worn in addition to a mask, but not in place of a mask or face covering.
- The use of a mask or face covering is not a substitute for physical distancing.
- Desks will have safety shields separating students from each other.
- As students and staff arrive on campus, they must wear a face covering. If they do not have a face covering, they will be provided one by the school. If they refuse to comply, they will be excluded from the campus.
- For specific special populations, per CDPH, for students who have trouble breathing or unable to remove the face covering without assistance are exempt from wearing a face covering. They will be required to wear a face shield or face covering with a clear panel (for lip reading or visual stimulation and facial expressions). Medical notes will be required for those students indicated.
- Surgical and other medical-grade masks may be recommended for specific situations such as:
 - Students/staff who become ill at school.
 - Staff who are screening or caring for a student/staff who is ill.

- Staff working with students/staff who require health care supports.
- Signs displayed, stating face covering requirements (masks required even when wearing shields).
- Staff will monitor proper use of face coverings in classrooms and on campus.
- Masks will be available in all classrooms and in the main office.
- All teachers/staff have received a PPE “kit” that includes; masks, face shields, and disinfectant supplies. A kit was supplied for all common areas as well.
- Pittman will employ the STOIC method for teaching COVID specific behaviors (The 4 Ws- WEAR a Mask, WATCH Your Distance, WASH Your Hands, WHEN SICK, stay home; PBIS designed expectations and reinforcements).

Healthy Hygiene Practices:

Hand sanitizer stations and hand washing sinks will be promoted and incorporated into routines.

Availability of hand washing stations and hand sanitizer:

- In classrooms with sinks soaps will be provided so students and staff can perform safe handwashing.
- Classrooms without sinks will be provided hand sanitizing dispensers.
- Hand sanitizer dispensers will be utilized in place of classrooms without sinks. Hand sanitizer stations will be strategically located throughout the campus. Posters of hand washing and healthy hygiene practices will be posted in hallways, restrooms and classrooms.
- Upon entering the classroom daily students will be reminded of healthy hygiene practices by their teachers.
- Students will be engaged in routines through use of Chromebooks. Students will review three short student-friendly videos on healthy hygiene including hand washing, mask wearing, and physical distancing.
- Families and students can utilize the SUSD Health and Safety guide and Hybrid and Distance Learning Guide to review the need for healthy hygiene for hand washing, mask wearing, and physical distancing.
- Videos will be available and encouraged to view through Family Engagement and the COVID Information link on the Stockton Unified School District website. The student-friendly videos on healthy hygiene on student Chromebooks, will be routinely visited by each 1st period teacher on a regular basis to be established by the school as a school wide campaign.
- Teachers are also encouraged to start the instructional day with short reminders regarding hand washing, mask wearing, and physical distancing.
- Each period teachers will develop a routine for students to use the hand sanitizer at staggered intervals.
- Staff meeting – share PowerPoint presentation and check for understanding of the plan.
- Staff starts sharing videos with students and families (COVID-19 Back-to-School Interactive Classroom Slide)
 - What is COVID-19?
 - How to wear your mask?
 - How germs spread?
 - Getting temperature taken at school
 - Hand-Washing

- Social Distancing
- Educational Videos
- Family Education – letters sent out, Parent Link phone calls to remind them about the procedures, district will be pushing out “healthy hygiene practices” to students’ Chromebook
- All classrooms have a sink and soap to available for students and staff to perform safe handwashing.
- Sanitizer stations will be location at each entrance to the campus and throughout campus.
- Pittman will employ the STOIC method for teaching COVID specific behaviors (The 4 Ws- WEAR a Mask, WATCH Your Distance, WASH Your Hands, WHEN SICK, stay home; PBIS designed expectations and reinforcements).

Health Screenings for Students and Staff:

Students and staff will be screened for symptoms of COVID-19 by completing the Daily Symptom self-check. Any ill students or staff will be separated from others and sent home immediately.

Health Self Checks: Staff and students are required to self-monitor for symptoms such as fever, cough, and shortness of breath. It is recommended that an individual not attend work or school if feeling any of the symptoms of COVID-19. Students or staff members who have screened and determined they need to go home will be handled in two ways:

- Adults: school officials will direct the adult to return home and make contact with Risk Management. The site administrator or department lead will also inform Risk Management.
- Students: the site will make immediate contact with the family. While waiting for the family to pick up the student, the student will be isolated into a care room until parents arrive.

Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.

- Qualtrics COVID-19 Self Check System
- Self-check will be performed with Qualtrics online reporting system, and paper check when not technology is not available, will be utilized for all on campus adults. Students will utilize the Daily Symptom Check virtual reporting system (Qualtrics). All staff will engage students upon arrival and remind students of health self-checks.
- Parents and students will be informed that if a student comes to school ill or later develops symptoms, they will be required to pick up their child immediately (within 15-20 minutes, if possible).
- Staff will refer to the Qualtrics report for who is cleared to come onto campus (in the office for staff, and with the teacher for students).
- Site COVID Isolation Areas: While waiting with symptoms students/staff are

able to be isolated in the following areas:

- Health Room, in Main Office building
- Conference Room
- Nurse Office
- Library
- Rooms C1/2 A-C (with appropriate staffing)

Site COVID Health Screening Room:

Rooms/space have been designated in which students can wait for parent pick up once the site has determined students may have COVID-19 related symptoms. These spaces cannot be utilized for any other purpose. In addition, these spaces should be used on a rotating basis to reduce the possibility of exposure.

- 1) Health Room in Main Office building
- 2) Conference Room
- 3) Nurse Office
- 4) Library
- 5) Rooms C1/2 A-C (with appropriate staffing)

Identification and Contact Tracing:

The school will take the following actions in the event of a positive case of COVID-19. The school has designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. The Qualtrics Daily Symptom check provides initial information for contact tracing.

For staff, Qualtrics and Risk Management will follow contact tracing protocols established by the district. The principal will be the main contact on site to provide lists of those exposed to the staff member.

For students, our school nurse will provide lists of those exposed to the student.

Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community. The following process has been established:

SYMPTOMS OF COVID-19

1. Students or staff will return home immediately.
2. Staff members will contact the supervisor and Risk Management.
3. Students and staff members will contact the primary care provider. It is generally recommended to get tested for COVID-19.
4. Contact tracing will determine potential exposure by following the SJDPH guidelines of close contact of exposure which is 15 minutes of duration within 6 feet of a positive individual.

COVID-19 Negative

In the event a staff member has been possibly exposed to COVID-19 and has been quarantined at home and does not have COVID testing the following process will be followed:

1. Staff member reports to Risk Management and observe 10–14-day quarantine pending COVID-19 testing.
2. If the staff member tests negative for COVID-19, all personnel connected to this situation can return to work at the direction of Risk Management.

COVID-19 Positive

In the case a staff member or SUSD stakeholder has a positive COVID-19 test result, the following will occur:

1. Risk Management will contact the employee.
2. Self-isolate at home for the prescribed days before return to work. Avoid infecting others, stay home.
3. You may return to work/school when: You have been fever free for 24 hours, without fever reducing medication. Your COVID-19 symptoms have improved and at least 10 days have passed since your symptoms first appeared.

Staff Training and Family Education:

Staff will be trained and families will be educated on the application and enforcement of the plan.

- Professional Development, staff, leadership, and parent group meetings allowed input from ALL stakeholders in the development of this return to school plan.
- Pittman will employ the STOIC method for teaching COVID specific behaviors (The 4 Ws- WEAR a Mask, WATCH Your Distance, WASH Your Hands, WHEN SICK, stay home; PBIS designed expectations and reinforcements).

Employees are also required to complete Keenan Safe Schools Online Trainings:

- Coronavirus: Cleaning and disinfecting your workplace
 - Teachers may choose to use the disinfectant to clean desks and other surfaces during the day.
 - Suggested times and surfaces for cleaning include student desks after eating, high-touch areas within the classroom, and supplies used by students. Sanitizer and disinfectant is stored out of reach of students.
- Coronavirus Awareness
- Coronavirus: Managing Stress and Anxiety

Videos are provided at staff and parent meetings, Back to School/Open House, and virtual trainings:

Site personnel are trained at faculty meetings. Staff are provided with specific details regarding the application and enforcement of the site plan. Families are educated through multiple communication sources including, but not limited to: the school

website, emails, phone messages, and social media. Presentations will be shared at parent meetings such as Parent Coffee Hour, ELAC, and AA/B PAC.

- Staff meeting- share PowerPoint presentation and check for understanding of the plan
- Staff starts sharing videos with students and families (COVID-19 Back-to-School Interactive Classroom Slide)
 - What is COVID-19?
 - How to wear your mask?
 - How germs spread?
 - Getting temperature taken at school
 - Hand-Washing
 - Social Distancing
 - Educational Videos
- Family Education – letters sent out, Parent Link phone calls to remind them about the procedures, district will be pushing out “Healthy Hygiene Practices” to students’ Chromebooks.

Testing of Students and Staff:

Students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 have the availability to be rapidly tested. The SUSD Health Services department will provide instructions while waiting for test results.

- People who test positive are diagnosed with or suspected to have COVID-19 will not return to the building until they have met the criteria to discontinue home isolation according to CDC and local health guidelines. Those who have had close contact with a positive case (lab-confirmed, diagnosed, or suspected) will stay home and follow CDC and local health department guidance.
- Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.
- If any staff or students have symptoms of COVID-19, our school nurse will refer them to their primary care physician and wait for further instructions.
- Site staff will be referred to the COVID reporting flow chart.
- Parents and students will be advised based on recommendations from the CDE and district.

Triggers for Switching to Distance Learning:

The superintendent will use specific criteria to determine when to physically close the school and prohibit in-person instruction.

The following criteria will be used by Stockton Unified School District to determine when in-person instruction will need to close:

- The district will consult with the San Joaquin County Public Health Department first.
- A classroom cohort goes home when there is a confirmed case.
- A school goes home when multiple cohorts have cases or more than 5% of school is positive.
- SUSD goes home if 25% of their schools are closed within a 14-day period. The site will consult with the Health Services and Risk Management Department.
- A classroom cohort goes home when there is a confirmed case with all families contacted via email, school messenger and direct phone calls as needed.
- A school goes home when multiple cohorts have cases or more than 5% of school is positive with all staff and families contacted via email, school messenger and direct phone calls as needed.
- SUSD goes home if 25% of their schools are closed within a 14-day period with all staff and families contacted via email, school messenger and direct phone calls as needed.

Communication Plans:

The superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Health Services and Risk Management will inform necessary personnel should it learn of a confirmed or likely coronavirus infection of District employees or students and identify the campus or worksite said infection was found understanding that this information be provided following HIPPA and FERPA rules. The District will ensure the administrators assigned to the campus or worksite at issue are fully informed of all interventions and changes to be implemented by the District in order to continue operations.

Protocols established by district and Risk Management.

Site will inform necessary personnel and families should it learn of a confirmed or likely coronavirus infection of District employees or students and identify the classroom where said infection was found, understanding that this information will be provided following HIPPA and FERPA rules. The site admin will ensure the personnel and families assigned to the campus or worksite at issue are fully informed of all interventions and changes to be implemented by the site in order to continue operations.

EXPECTATIONS FOR FAMILIES LETTER

Dear Parents/Families,

We look forward to your child's return to our school! Our teachers and staff are ready to welcome your students as we transition to in-person instruction. In preparation, we want to share general information about your expectations for students, staff, and families and how we can work together to keep schools safe. Please review this information with your child(ren) so that we can work together for a safe and smooth transition back to school for all of our students.

SUSD is committed to maintaining a safe and healthy environment for our students and staff. These are four things that we expect our students to do to help:

- ❖ **Wear Masks-** Masks or cloth face coverings are required for students and staff, both in school and on the bus. They should be worn properly, covering both the nose and mouth.
- ❖ **Wash Your Hands- Practice Hand Hygiene** - Students should wash their hands when given opportunities to do so during the school day or sanitize their hands with hand sanitizer.
- ❖ **Watch Your Distance- Maintain Physical Distancing** - Each school has a plan for the flow of traffic that includes directional signs and traffic patterns. While at school, students should follow these signs, and avoid stopping in hallways or congregating or meeting in groups
- ❖ **Daily Symptom Self Check-** All students must complete the virtual daily symptom self-check before entering campus. **Stay Home When Sick** - It is important that students stay home from school if they have COVID-19 symptoms, have been exposed to someone with COVID-19, are awaiting results, or have tested positive. If a student becomes ill during the day, he or she will have cared for and isolated from other students. Parents will be contacted and will be need to come to the school to check out their student.

Please indicate below your understanding of these expectations. We appreciate your support and your family's willingness to work with us to help control the spread of COVID-19 so that we can keep schools open for in-person instruction

- I have read and reviewed the information above, **the SUSD Health & Safety and Hybrid & Distance Learning** guides with my child(ren).
- If my child has any of the following symptoms, he or she, will not attend school, and I will call my child 's school office to inform the school of the symptoms:

Fever

Headache

Chills

New loss of taste or smell

Cough

Sore throat

Shortness of breath or difficulty breathing

Congestion or runny nose

Fatigue

Nausea or vomiting

Muscle or body aches

Diarrhea

- If my child tests positive for COVID-19, is diagnosed with COVID-19, or has been advised by a physician or the health department to stay home due to symptoms of COVID-19, he or she will not attend school. I will call my child's school office to inform them of the test result.
- If my child has been in close contact within the first 14 days with someone who has tested positive or been diagnosed with COVID-19, he or she will not attend school and I will contact my child's school to share this information.

Again, thank you for your support of your child and our school during this time.

Information about Stockton Unified School Districts' transition to in-person instruction and the steps schools are taking to address health concerns is available on the district website. In addition, please contact our child's teacher or school office if you have other questions.

How to Safely Wear and Take Off a Mask

Available: <https://www.cdc.gov/coronavirus/2019-ncov/general-guidance/when-to-wear-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Do not place a mask on a child younger than 2.



USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms.
- Keep the mask on your face the entire time you're in public.
- Don't put the mask around your neck or up on your forehead.
- Don't touch the mask, and, if you do, clean your hands.



FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others.
- Avoid contact with people who are sick.
- Wash your hands often, with soap and water, for at least 20 seconds each time.
- Use hand sanitizer if soap and water are not available.



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place something in the washing machine.
- Wash your hands with soap and water.



Personal masks are not surgical masks or N-95 respirators, both of which should be used for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)




Wash YOUR HANDS!

- Wet
- Get Soap
- Scrub
- Rinse
- Dry

Hands that look clean can still have tiny germs!

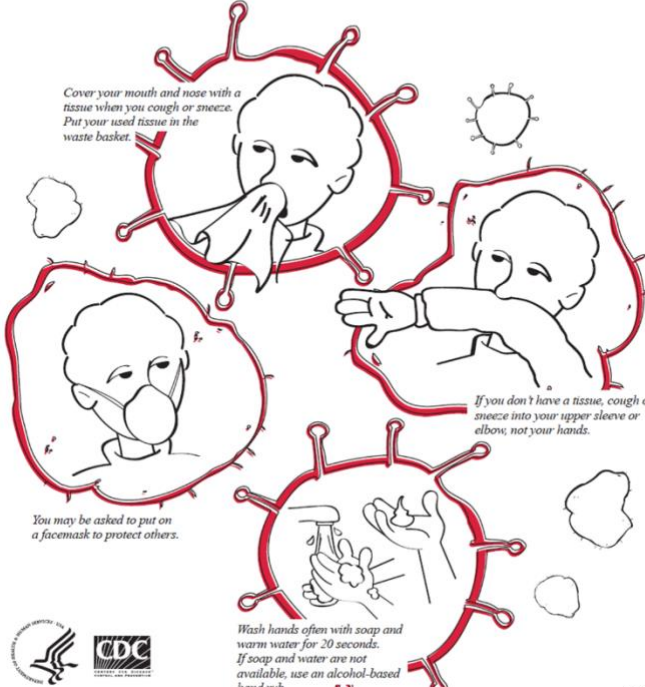
This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC, Procter & Gamble, and Dial. P&G and Dial are not endorsing commercial products, services, or companies.




How to Safely Wear and Take off a Mask

Cover your Cough

— Stop the spread of germs that can make you and others sick! —




Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.

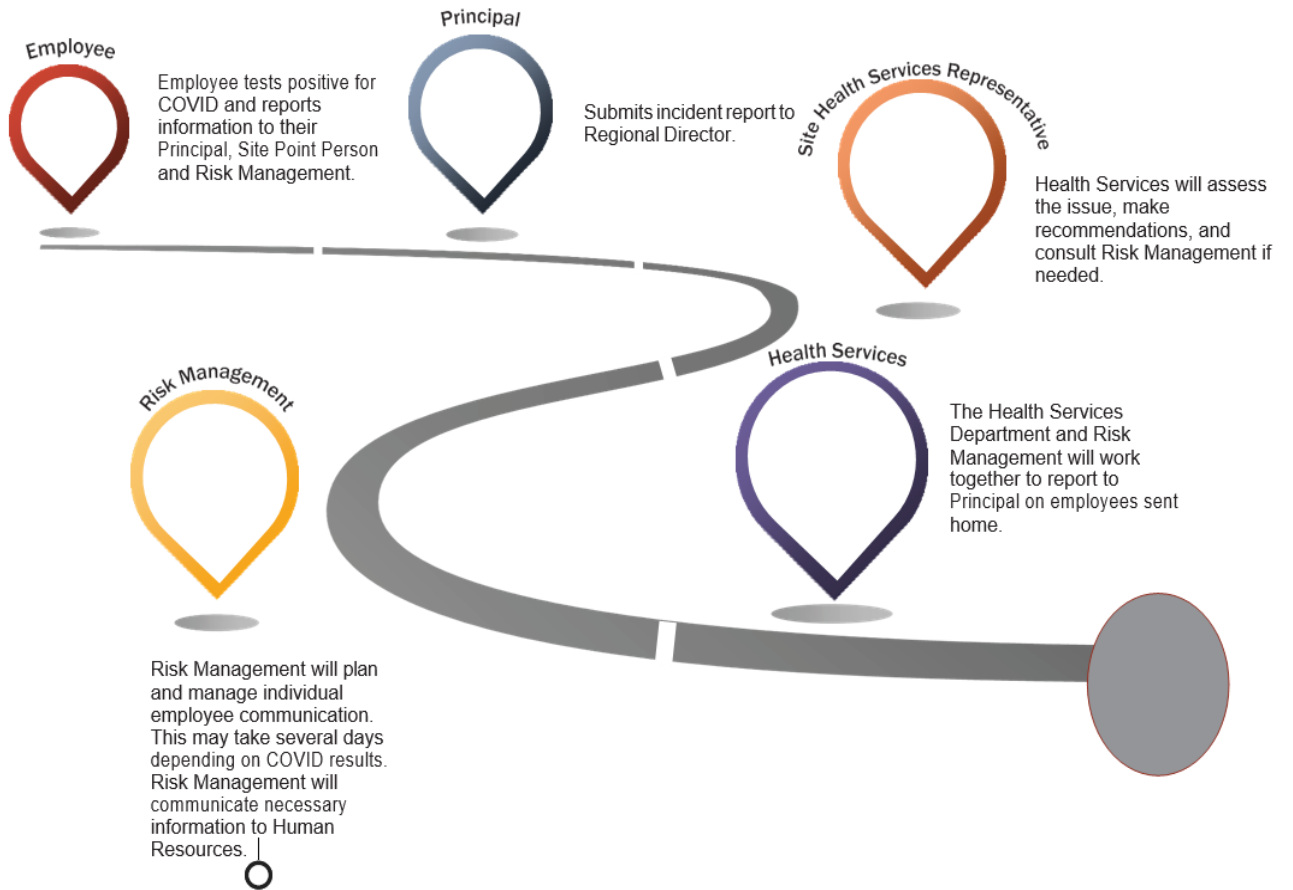
Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



CS208322

Cover Your Cough

COVID-19 COMMUNICATION FLOWCHART



COVID-19 SCREENING AND RESPONSE GUIDE FOR SUSD SCHOOLS, STUDENTS AND STAFF

CONTACT

Was in close contact with a person with a confirmed case of COVID-19. Close contact is defined as closer than 6 feet for 15 minutes with or without a face covering.

POSITIVE CASE

Laboratory-confirmed, diagnosed, or suspected case of Covid-19. This timeline is based on the date symptoms started or, if no symptoms, the date the test was administered, not the date the result was received.

RETURN TO SCHOOL / WORK TIMELINE

No Symptoms

Individual has stayed home and self-isolated for 14 days from the last day that he or she was exposed to the confirmed case of COVID-19.

**Note: If this person is tested for COVID-19, a negative test would not change or decrease the 14 day quarantine period, but a positive test would move him or her into one of the Positive Case categories based on whether the individual continues to have no symptoms or has developed symptoms.*

At Least One Symptom

- At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.

AND

- Improvement in other symptoms (for example: cough, shortness of breath)

AND

- At least 10 days have passed since symptoms first appeared.

RETURN TO SCHOOL / WORK TIMELINE

No Symptoms

- At least 10 days have passed since the positive laboratory test and the person remains asymptomatic.
- Asymptomatic individuals who test positive and after developed symptoms should follow the guidance for symptomatic persons to the right.

At Least One Symptom

- At least one day (24 hours) has passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications.

AND

- Improvement in other symptoms (for example, cough, shortness of breath)

AND

- At least 10 days have passed since symptoms first appeared.

DISTRICT / SCHOOL RESPONSE ENHANCED MITIGATION MEASURES

Isolate and deep clean affected classrooms and spaces in addition to current mitigation measures.

TARGETED CLOSURE

Close off affected areas (classrooms, office, etc.) and, if possible, wait 24 hours before deep cleaning and disinfecting.

DISTRICT / SCHOOL RESPONSE TARGETED CLOSURE

Close off affected areas (classrooms, offices, etc.) and, if possible, wait 24 hours before deep cleaning and disinfecting. (Consider temporary closure if evidence of transmission in consultation with DPH)

RETURN TO IN-PERSON LEARNING IN SUSD

IDENTIFICATION, CONTACT INVESTIGATION, AND NOTIFICATION PROCEDURES



HEALTH SELF CHECKS

Staff and students are required to self-monitor for symptoms such as fever, cough, and shortness of breath. Anyone not feeling well should not come to school or work.



IF STUDENTS OR STAFF ARE SICK:

STUDENTS: Parents should keep their children home and notify their child's teacher and school.

STAFF: Staff members who are sick should notify their immediate supervisor and stay home.

If a staff member or student tests positive for COVID-19, or is diagnosed with COVID-19, or has been advised by a physician or the health department to stay home due to symptoms of COVID-19, they should not report to school or work. In addition, they should inform their school of their situation.

SHOULD THERE BE A REPORT OF COVID-19 SYMPTOMS AND / OR A POSITIVE TEST?



Each location will identify a health screening area room and a person experiencing symptoms at school or work will be sent to that area prior to being sent home.



The school's trained Health Response Team will gather and log information, which will be used to help monitor data and conduct contact investigations.



That information will be reported to the Health Department as required. Notifications will be made to families and staff while maintaining confidentiality consistent with applicable federal state privacy laws.



Areas in which the ill person had spent time in the school will be closed off immediately and for 24 hours. Areas will not be used until cleaning and disinfecting measures are performed, using CDC recommendations.



People who test positive are diagnosed with or suspected to have COVID-19 will not return to the building until they have met the criteria to discontinue home isolation according to CDC and local health guidelines. Those who have had close contact with positive case (lab-confirmed, diagnosed, or suspected) will stay home and follow CDC and local health department guidance.

STAYING SAFE IN OUR SCHOOLS



Personal Protective Equipment

SUSD requires employees, students, and visitors at school facilities to wear masks or cloth face coverings



Sanitizing High-Touch Surfaces

Custodians will clean and disinfect frequently touched surfaces and objects, including tables, doorknobs, light switches, counter tops, handles, desks, phones, toilets, sinks, and handrails.



Safe Distancing

Students and adults will maintain physical distance of 6 feet from other, as feasible. Each school has a plan to help address this in hallways and during class changes, including directional signs and traffic patterns. While at school, students should follow these signs, and avoid stopping in hallways or congregating or meeting in groups.



Health Self Checks

Staff and students are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath.



Enhanced Personal Hygiene

Hand-washing will continue to be encouraged and hand sanitizer dispensers will be available in all classrooms.



School Meals

Meals will be served using a grab-and-go system that allows students to take their meal to the classroom or other assigned eating area.



Transportation

All students, drivers, and monitors will wear a mask or cloth face covering while riding the bus to and from school. All riders will be assigned seats on the bus. In addition, buses will be disinfected after morning and afternoon routes, and the windows will be open for ventilation.



Intensified Cleaning Techniques

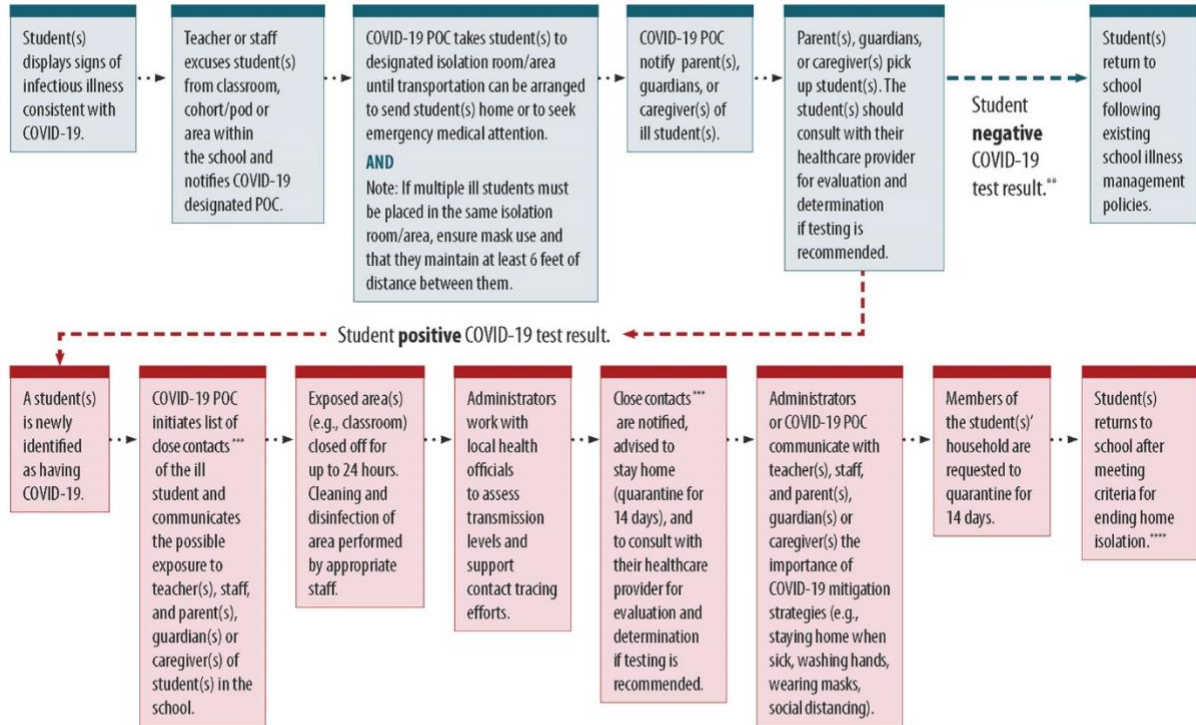
Custodians will follow established protocols for cleaning, sanitizing, and disinfecting of building surfaces, and high-touch objects.



New Building Signage

Our schools will communicate reminders about hygiene, safe distancing, masks, and other healthy behaviors.

WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS*



CS 119641A August 27, 2020 1:11 PM

Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

* Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

** With no known close contact

*** Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

**** Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

cdc.gov/coronavirus



COVID-19 Screening Flow Chart



Adapted from California School Nurses Organization: COVID-19 Screening Flow Chart